

Our Ref: NCa/JAS

18 March 2020

Dear Parent/Carer

As you know we are experiencing extraordinary times. It is a time for our whole community to pull together to support each other; I have no doubt we will do this.

As you are aware the Government response to the coronavirus outbreak has now moved to the 'Delay' phase. Importantly, the academy continues to follow Government advice and **will remain open unless directed otherwise** by the Government, Public Health England or our academy sponsors, The University of Wolverhampton Multi-Academy Trust.

In line with Government advice, if you or anyone you live with experience a high temperature (37.8 degrees or above), breathing difficulties or a new continuous cough, then the whole family are now asked to stay at home and self-isolate for **14 days**. This will help protect others in the community while you are infectious. The Government has advised that, if a person has these symptoms, they should **not** go to a GP surgery, pharmacy or hospital. They **do not** need to contact NHS 111 as the NHS will not be testing people who are self-isolating with mild symptoms. The **Government** is clear that, if a student or a member of staff is in self-isolation, they:

- **Must** stay at home
- **Must not** go to public areas, and **must not** use public transport or taxis.

We ask you to use your judgement and thank you, in advance for your co-operation regarding the above. Absences will not be authorised if a child is simply kept at home if they, or a person they live with, are not displaying any symptoms or is seen in public when they should be in self-isolation as this does not follow the Government guidelines.

The key advice remains as follows:

**Do:**

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Always wash your hands when you get home or into work.
- Use hand sanitiser gel if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Try to avoid close contact with people who are unwell.

**Do not:**

- Touch your eyes, nose or mouth if your hands are not clean.

We have installed hand sanitisers and there is soap available throughout the academy and staff are being proactive in ensuring that students are protected. We have and will continue to teach students how to wash their hands correctly.

Though the UK Government has not taken the action like many countries have to close schools this could change and we have been developing contingency plans to deal with such a situation. The following is planned in the event of a forced closure:

## SharePoint

- Work for all Year Groups will be set on our online Student Portal via SharePoint. This can be accessed by :
  - Google **wednesfieldhigh.rmunify.com**.
  - The password is the same one you use to log onto our network.
  - Click on the **STUDENT PORTAL** tile.
  - There are tiles for every Year Group.
  - Located within each tile is a folder for every subject and a folder for each class.
- Class teachers will set work for students according to their normal timetables and all instructions will be located within each subject file on SharePoint and/or emailed directly to each student. Resources that students will need will also be located within each subject file on SharePoint.
- All students in Years 7-11 will have Mathematics work set on Hegarty Maths.

## GCSEPod

Enclosed with this letter is some information on GCSEPod. This is an online resource for every subject in every Year Group and students have had a briefing by Mrs Bingham on how to set up their user account. Staff will be able to set tasks for students using GCSEPod and students must ensure that they have set up their account. If your child has any difficulty in doing this or as a parent you require any assistance or advice please email Mrs Bingham directly on [s.bingham@whschool.co.uk](mailto:s.bingham@whschool.co.uk).

There is also a GCSEPod tile on the RUnify launch Pad which contains helpful information for both students and parents.

If you do not have access to a computer/smartphone or internet availability, please contact the academy and we will try and support you.

We will use our social media and a dedicated page on our academy website (Covid Guidance) to update both students and parents on the latest developments, advice and guidance.

It is very important to stress that, even in the event of a forced closure, **your child will need to continue to work as if they are in the academy.** If your child is unwell, please telephone the academy for us to record the absence on the first day of being ill.

I hope you recognise that the above actions are being taken in the **best interests of your child.** We would not want them disadvantaged by this awful situation and will try our hardest to ensure that this is the case. This is a very different scenario to one-off closures (such as snow days) as every indication is that, if schools do have to close, it will be for a number of weeks. We hope this will not be the case.

Once again, thank you, in anticipation for your support in these extraordinary times. Please continue to remember all coronavirus sufferers and their families in your thoughts and prayers.

Yours faithfully



Mrs N Carpenter  
Head of School